

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 17, 2008**

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; RICHARD W. BUTT, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Tina Connor, Jan Snyder, Carl Knapp, Neal Kurk, John Dowst

7:05 p.m. Chairman Clow called the meeting to order.

MEETING MINUTES

The Board discussed the request from Mr. Doug Cook to include his entire letter he read at the October 20, 2008 meeting. The Board decided to include the letter in the file and state "see the attached letter" in the minutes.

Chairman Clow moved, Selectman Butt seconded to accept the minutes of October 20, 2008 as amended. Passed 3-0-0

Chairman Clow opened the public hearing at 7:25 p.m.

PUBLIC HEARING – For the purpose of hearing public testimony and comment pertaining to the Board of Selectmen request to the Department of Revenue Administration (DRA). Chairman Clow said due to overspending particularly in the Police Department they need to ask DRA for emergency funding in the amount of \$50,000. Chairman Clow said Mr. Fred Ventresco asked all departments to go through their budgets to see if there was anywhere in their budgets where they could pull money from. It was discussed there could possibly be \$34,957.00 left at the end of the year but this does not take into account any emergencies. The BOS has the legal responsibility to stay within the budget and if an emergency was to arise within the next 6-8 weeks they might not be able to stay within the budget and they would not have money for overtime for the highway department or to replenish salt in the salt shed. In case of emergency the Board feels they should request emergency funding from DRA. Mr. Fred Ventresco said of the \$34,957.00; \$15,000 from Public Works, \$5,000 from Welfare and \$5,000 from the Fire Department. Chairman Clow said the Police Department overtime line is substantially over; Chief Begin did ask last year to have that line increased. It is currently overspent by more than \$70,000. Chairman Clow said Chief Begin gave the Board a breakdown of how that came about. Chairman Clow said the Highway Department would be overspent due to the bad winter if it were not for the fact that Mr. Carl Knapp has been able to charge employee labor to the bridge project which is being reimbursed from the state.

Mr. Neal Kurk said he understands the Board will soon request authority from the Department of Revenue Administration under RSA 32:11 for an additional appropriation of \$50,000 to be taken from the general fund surplus. Mr. Kurk feels there are no unusual circumstances to warrant this decision and feels the Board is obligated to uphold the voters decision to operate under the voted upon budget. Mr. Kurk's letter in its entirety will be on file in the Selectmen's office.

Mr. Frank Campana commented on the Board highlighting the Police Department as the major overexpenditure of the budget. He understands the Police Department is down a couple of employees, not necessarily officers, and asked if there was any savings in not paying their wages? Mr. Campana asked what the Police Department has done to cut their budget to meet the obligation of lower expenditures? Mr. Campana highlighted vehicles going home with employees and asked if the Board had looked into this? He said he understands there is one car still

FINAL

going home with an employee. Mr. Campana said he would not like to see the Board set precedence and follow the federal government with bailing out the Police Department with tax payer's money who have had no say. He can live with a necessary expenditure and request to DRA but when he sees a car going home with someone at his expense and that department having an over expenditure he has a problem with that. Chairman Clow said the canine officer has to take his vehicle home but would need the Chief of Police to help explain any other occurrences. Chairman Clow said in the case of one employee leaving there was some savings. Chairman Clow said they have spent \$126,000 plus in overtime and the Town Administrator has asked other departments to make cuts to hold the line.

Chairman Clow said the problem is there has to be police coverage and if they are short staffed because a patrolman resigns then it will be billed as overtime for another patrolman. There are also events which require overtime throughout the year. Vice Chairman Clark asked if there is anything that states they have to have 24 hr coverage. Chairman Clow said when they last hired the 2 police officers it did call for a third shift. Selectman Butt said they had provisions for a third shift but believes this was for at least 5 days a week 24hr coverage. Mr. Ventresco thinks the warrant said to establish a third shift. Vice Chairman Clark said if it was voted on that they have 3rd shift coverage, 7 days a week and those officer calls in sick they have to bring in another officer and pay them overtime; then there is nothing they can do. Vice Chairman Clark asked if they have the ability to say not to fill the shift with someone on overtime? Chairman Clow does not want to answer without Chief Begin present. Selectman Butt said the Board thought there was a possibility to recover from the winter but the Police Department overtime put them over; so what can they do from this point on? Selectman Butt said it is a difficult option to take but they have an obligation to provide public safety and if there was a snow storm, they would be negligent in not going to DRA to request funds. Selectman Butt said he does not think this past winter was average and working with a default budget also attributes to the issue. In March they were already overspent in the Highway Department.

Chairman Clow closed the public hearing at 7:50 p.m.

Vice Chairman Clark said it was brought to her attention that if they go to DRA that it might look like this money is easily accessible to them and that worries her in passing a new budget. She would hate to think because they are asking for help that it would be frowned upon by the voters. Chairman Clow said they do request the expenditure of the funds then they need to be able to explain this to the voters. Chairman Clow said this would be done for emergency use only and hopes not to have to spend it. Chairman Clow said Selectman Kurk could not be here tonight but did send comments that she disagrees with going to DRA requesting emergency expenditures. Vice Chairman Clark asked if the money from DRA also anticipates more overtime from the PD. Chairman Clow said Mr. Ventresco's figures do include some additional overtime being paid out of the present budget as well as projections from all departments for what is needed for the rest of the year. Vice Chairman Clark thinks if they go to DRA they cannot have the expenditures forgoing and feels they need to freeze spending from that department with no more overtime. Chairman Clow said he cannot do that without speaking with Chief Begin. Chairman Clow said if they have a snowy December there will be overtime in the Public Works Department as well.

Selectman Butt moved, Chairman Clow seconded for the Board to make a request for emergency expenditure from DRA in the amount of \$50,000. Passed 2-0-1 (Vice Chairman Clark abstained due to lack of information)

Mr. Carl Knapp updated the Board on the Abijah Bridge project. Mr. Knapp said they will have the entire bridge this week and will be working diligently to get the bridge together. He encourages the Board to take a look at the project. The surface will not be able to be paved before winter and will be planked to keep it protected throughout the winter. Vice Chairman Clark asked if the overtime has to do with the bridge project? Mr. Knapp said some does and it will be reimbursed. Mr. Knapp said some overtime is due to the fact they are short handed at the transfer station and some is due to hazardous waste disposal day. Selectman Butt asked if the warrant article for

FINAL

hazardous waste disposal day includes overtime costs? Mr. Knapp said it depends on the amount of hazardous waste dropped off; this year it was very close with funds to dispose of materials.

CAPITAL IMPROVEMENT PROGRAM RECOMMENDATIONS FOR 2009 – Mr. Jon Dowst, member of the CIP committee, said the CIP Committee does the recommending in the joint warrant article and included are Capital Revenue Funds already approved by the voters, the CIP Committee is just presenting the rotation.

Cemeteries: Mr. Dowst said the cemetery trustees put forth a really good plan and utilize prison labor; they are requesting \$25,000 for work to be done to the Oil Mill Cemetery to help prevent flooding. There is enough in the fund to fully fund this request and no funds will be raised by taxation.

Fire and Rescue

Fire and Rescue Vehicle Fund: request for \$460,000 to replace the existing Engine 4. All but \$50,000 is available in the fund and would need to be raised by taxation. Mr. Dowst said he knows this is a big number and knows it draws attention; the Board could speak with Chief Richards to ask that this item be put off.

Fire Equipment Fund: request for \$14,500 to purchase an additional thermal imaging camera. , funding available, not to be raised by taxation. There is enough in the fund to fully fund this request and no funds will be raised by taxation.

Fire Station Study: request for \$10,000 to study the proposed station renovation or possible new construction of the South Weare Fire Station. The original request from Chief Richards was to take a look at the South Station and look at capacity over time. The 2.5 acre parcel of land next to the station came up for sale and there is talk about the landowner selling the land to the town for approximately \$110,000. Mr. Paul Morin said this is not a Capital Project but may be worthwhile to look at as a Capital Item. Mr. Dowst said it makes sense to continue this and put on the warrant.

Public Works Department

Transfer Station Equipment Fund: request for \$10,000 to purchase a used trailer for the transfer station. Existing trailer is worn out and this will save money. Needs to be raised by taxation. Part of the bundle warrant article.

Highway Truck and Equipment Fund: request for \$200,000 to replace two vehicles currently in the rotation plan. \$155,000 to replace a 1994 6-wheel dump truck and \$45,000 to replace a 2001 3/4 pickup. Funding fully to be raised by taxation. Part of the bundle warrant article.

Transfer Station Equipment: request for \$60,000 to purchase a used tub grinder. Not part of the bundle warrant article, needs to stand on its own. To look for a new piece of equipment the cost would be double.

Road Reconstruction: request for \$400,000 for road reconstruction. The state generally matches 2/3 of this, they are assuming it will be matched at the normal rate but will not know until late December. Approximately \$160,000 will need to be raised by taxation.

New Highway Garage: request for approximately \$1 million; put forth last year at town meeting and failed. Approval has been given from the Trustees to spend \$2,000 for architectural plans to be presented at Town Meeting.

Parks and Recreation Commission

Recreation Development and Improvement Fund: request for \$18,000 came from the Conservation Commission about accessing the Wood Family Conservation Land. This is part of the general warrant article and will need to be raised by taxation.

Police Department

Police Cruiser Fund: request for \$66,000 to replace 2 older cruisers already existing in the rotation. This is part of the bundled article and will need to be raised by taxation.

Space Needs Study: request for \$17,000 for a space needs study. Mr. Ventresco said he called Southern New Hampshire Planning and they are willing to assist in some way with this study. Mr. Dowst said he knows the SNHPC can do studies and help with support needs, but do not provide architectural designs. Mr. Dowst said this is not recommended but believes it could be supported by the SNHPC.

FINAL

Town Offices

Government Building and Maintenance Fund: request for \$300,000 for a new addition to the Town Office Building to meet concerns from the Fire Marshall for egress to the second floor and provide handicap accessibility. Mr. Paul Morin said he feels no one who is handicapped would be deprived of services in the building and certainly an employee from the third floor could come down to meet the individual in need of services.

Government Building and Maintenance Fund: request for \$40,000 to work towards compliance with the Fire Marshall's report. The CIP Committee recommends the \$40,000 request to bring the Town Office building into compliance. Mr. Dowst said the Government Building and Maintenance Fund could cover this request.

Chairman Clow said last year because of this being a maintenance fund the CIP left it alone with a parallel article asking for a definition. Mr. Dowst said they recommend the same wording be used again; lost by 12 votes last year. Mr. Dowst feels this is an item that would be appropriate for the Finance Committee to have an opinion on.

Library

Computer Replacement Fund: request for \$2,435 for the final year of a multi year expenditure to replace computers on an existing rotation.

Mr. Dowst said when including everything in the recommendation it totals \$346,435.00. Mr. Dowst said they do try to plan things out so it is reasonably consistent year after year.

Selectman Butt said when you look at the tax impact it is about an \$80,000 decrease; he thinks this is the goal of the CIP to have level funding increases. Selectman Butt thinks the planning that is being done by departments is well thought out and mentioned the fire truck cost of \$460,000 but only raising \$50,000 from taxation due to the fund. Selectman Butt said the CIP Committee and the Planning Board are doing well with planning. Mr. Dowst said they had good discussion about the challenge of the new fire truck for \$460,000 this year. Selectman Butt does not think it is the job of the CIP Committee to question the need of department heads, but the responsibility of the BOS. Selectman Butt feels it might be a good idea to inform the public with some support documentation of the items from Capital Improvements Plans that are done and completed. Mr. Dowst said if the money gets raised and is not spent it becomes an accounting problem sitting in the General Fund and is not moved over to the appropriate fund. Selectman Butt said it is important for the voters to know that the money that they spent goes for something. Chairman Clow said there are 2 Board members missing therefore no decision will be made until they have a discussion.

Mr. Knapp said his part of the radio communication is done and he is able to speak back and forth with his staff on the radio. Mr. Knapp said the truck chassis they ordered in March just came in on Thursday and still needs plow equipment put on it and most likely will not be able to be used until February.

Selectman Butt said they are trying to make a contingency plan for the highway garage. Selectman Butt said they might want to consider adding money to the Highway Truck and Equipment Fund for additional safety equipment to work in the current situation safer. Clow said they have to take a close look at where the balance is on this fund.

APPOINTMENTS TO AGRICULTURAL COMMISSION – Chairman Clow said the Board had requested that they have volunteers come before them to meet. Mr. Paul Gannon said he is relatively new to agriculture, he was raised in DC and has lived in New Hampshire for 4 years and is currently restoring his home. Mr. Gannon said he realizes that to protect agriculture history is his desire to get involved and said they are trying to ensure they can preserve agriculture tradition in the area. Selectman Butt asked if he has attended any meetings. Mr. Gannon said no. It was discussed that the committees numbers are down, therefore have not met. Mr. Gannon heard about this committee from his neighbor who is a member. Chairman Clow asked him if he could make the meetings. He said he would be able to make the meetings the majority of the time. Selectman Butt said he appreciated Mr. Gannon's volunteering. Selectman Butt said on the cable channel it lists 5 members, one can't meet on Thursday nights, one is a person who lives out of town and they can't get hold of 2 of the members. The Commission requires there be 5 active members and an alternate, no chair has been appointed. Selectman Butt said if there are people who are not showing up, maybe they should ask that they render there resignation to allow for interested volunteers.

FINAL

Vice Chairman Clark moved, Selectman Butt seconded to appoint Mr. Paul Gannon to the Agricultural Commission. Passed 3-0-0

MANIFESTS

Chairman Clow moved, Vice Chairman Clark seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated November 20, 2008. Passed 3-0-0

Accounts payable	<u>\$65,160.57</u>	
Gross Payrolls	<u>\$40,687.83</u>	(includes Spec Detail, Credit Union, Taxes)
Total	<u>\$105,848.40</u>	

Ms. Jan Snyder told the Board the article regarding the Police Department did not mention a shift on the warrant.

UPDATE ON TAN – Ms. Snyder said she prepared the document and sent it to Mrs. T. Connor and it was sent out to 3 banks. The bids came in through the Finance Department. Ms. Snyder said TDBanknorth declined to bid, due to the short term of the TAN and not being able to offer a competitive bid. Ms. Snyder said Citizens Bank bid was for 2.99% and Northway Bank offered a rate of 1.37% for a Line of Credit. Ms. Snyder said she would like the Board to vote to go with Northway Bank at 1.37% for \$2.5 million and draw as needed. Selectman Butt asked what the amount of money was they had to pay out for interest on TANs in the past. Mrs. T. Connor said no higher than \$1,500 to have the security of that cash flow. There have been years when this was done for security but did not have to draw on the balance. Ms. Snyder said the Town has needed to borrow the last three years in 2006 \$1,250,000, in 2007 \$500,000 and this year. Ms. Snyder said the Town had not borrowed for a number of years up to 2006). Ms. Snyder said at present, the Town has \$167,893 outstanding tax collections from 2006; \$283,889 for 2007 and, after checking with Diane Lamb, Tax Collector, \$421,222 for the first billing of 2008. Ms. Snyder said a good portion of the \$167,893 outstanding for 2006 should be paid in March 2009 because these properties will be tax deeded, if not paid or under an agreement to pay. Chairman Clow asked if she knew what the cash balance is at this time. Ms. Snyder said about \$143,000 currently which is why they are going out for the TAN. If bills had gone out Nov 1 and requested being paid for Dec 1 then maybe the need would be different.

Selectman Butt asked Ms. Snyder how she feels about the Board taking \$400,000 from the general fund to offset the tax rate. Chairman Clow said the calculation this morning when they set the tax rate was if they were to allot \$434,000 toward tax relief in 2008 then they would have a flat tax rate and the town portion of the tax rate would not go up. Chairman Clow asked Ms. Snyder if this was wise to do. Ms. Snyder said it could be good or bad; they do not know right now how many people are going to be able to pay their tax bills. Ms. Snyder does not know how many people in Weare who have lost their jobs or are going into foreclosure. Selectman Butt said they got indication today from the Tax Collector that things are the same as in July. Ms. Snyder said July was different from now and it also depends on what kind of winter they have and how it affects salt and labor.

Chairman Clow moved, Vice Chairman Clark seconded that the Board accept the proposal of a rate of 1.37% for a Tax Anticipation Note from Northway Bank for \$2.5 million. Passed 3-0-0

Ms. Snyder asked about the bridge bond of \$320,000 and said in the audit of 2006 the 20% is in the general fund. It is not part of the fund balance that they are looking at. Mrs. T. Connor said it is not a designated portion of the fund balance. Mrs. T. Connor said there is \$296,000 left to be spent on bridges; \$1 million was deposited directly into the general fund in 2001. Mrs. T. Connor said that is why it is important when money is spent that it gets billed out to the state. Selectman Butt asked if when they make a payment does it come out of the general fund? Mrs. T. Connor said the bridge fund is in the general fund because this is how it was done 12 years ago. Mrs. T. Connor said there is no separate fund, she researched and found it was directly put into the general fund, and kept track of on a spreadsheet. The auditors ask for the spreadsheet and transfer in and out of the general fund. Chairman Clow said when they look at the \$1.6 million they then have to say the \$320,000 for the bridge fund needs to be subtracted. Ms. Snyder said as of 2006 the actual Undesignated Fund Balance was \$1.3 million. Mr. Knapp said he has been asking this for years about the bridge fund. Mrs. T. Connor said accounting wise they discussed because it was a bond it only had so many years to expend. It was not done right back in 1995 or 1996.

FINAL

Ms. Snyder said whenever a bond issue is issued there it is arbitrage if it is not spent within 3 years. Mr. Knapp said the reason it was done the way it was because it was a great gift from the state and Weare has a lot of bridges. Mr. Knapp said when you apply for state aid for bridge money the first thing you have to do is expend money, and then go to town meeting. The state does not give any money until all engineering is done, you need working capital and it takes 5-8 years to get in the program with the state. Selectman Butt questions the amount truly left in that fund. Ms. Snyder said the accounting has been done and the auditors have set it aside. Mrs. T. Connor said it should have had its own fund earning interest. Mr. Knapp said they are going to get \$200,000-\$250,000 back from the state for the Abijah bridge project. Chairman Clow said the \$320,000 currently left should have a warrant article to request establishing a Special Revenue Fund (needs permission from the voters each year). Mr. Ventresco said the auditors did not seem concerned with the issue.

BI-WEEKLY VS. WEEKLY PAYROLL – Chairman Clow said several months ago the Board discussed moving to a biweekly payroll. Vice chairman Clark said she found out that the Board cannot just make the decision; they need approval from the state. Mrs. Tina Connor said if the town had a larger number of personnel to pay weekly or had to mail out the checks she could understand switching for cost savings. The envelopes are the largest expense at \$0.08 each and the checks cost \$0.06 each. Mrs. T. Connor does not see any cost savings in switching. Selectman Butt said he did not think it was just material cost and asked Mrs. T. Connor if she sees anything positive about switching. Mrs. T. Connor said she does not see anything positive. Vice Chairman Clark said she contacted other places and found usually there is a savings of 20-30% to pay biweekly for hourly personnel. Vice Chairman Clark mentioned that those places had payroll services. Mrs. T. Connor said she is salaried and it does not cost extra for her to do the payroll. Chairman Clow asked how much time it takes to run payroll. Mrs. T. Connor said 2-2.5 hours per week with accruals of bonus done manually. Vice Chairman Clark said she spoke with 2 payroll companies. Mrs. T. Connor said if they were using an outside service than it would be a savings. Vice Chairman Clark said that 90% of employers pay biweekly. Ms. Snyder said the bank at which she works went to biweekly payroll for all the employees, but has gone back to administrative/hourly employees being paid weekly. Mrs. T. Connor asked if the Board made a motion to do this. Chairman Clow said it was part of the personnel policy and they put this out to give the employees advanced notice. It was discussed they received informal feedback that employees were not happy with the idea. Vice Chairman Clark said she wouldn't want to do it if it were not cost effective and does not want to upset the employees. Selectman Butt said it seemed on the surface it was a good direction to move, but if there is no savings then why do it. Chairman Clow does not feel it would be a positive move.

Chairman Clow moved, Vice Chairman Clark seconded to continue to pay employees on a weekly basis. Passed 3-0-0

Chairman Clow said they do need to make a decision so they can move ahead with the tax rate. Three members of the Board met this morning with DRA to review the town's revenues and expenses to come up with a rate for 2008. They left with a decision as to how much to take from the Undesignated Fund Balance and apply it to offset the taxes. The bulk of the Undesignated Fund balance is money due to the town through tax bills. The actual cash balance available is \$140,000 at this time. Chairman Clow said they do have a good record with collecting taxes, sometimes bills take 4-5 years, but they do come in. This morning it was the decision of Selectman Butt, Selectman Kurk and Chairman Clow to apply \$434,000 from that fund balance towards the tax rate to keep the towns portion of the tax rate the same as last year \$2.76. Vice Chairman Clark said in the best interest of the taxpayers and the towns they need to keep the tax rate the same. Selectman Butt said the thing they need to be concerned with is the fund balance and if you take this amount of the Undesignated Fund Balance they will have \$1.12 million in that fund. Chairman Clow said he thinks the end of the discussion that the bridge fund \$320,000 is part of the \$1.6 million. Reading from the 2006 audit, most recent audit available, Ms. Snyder said the Bridge Bond Projects run through the General Fund, but that the auditor has broken it into a separate fund, Bridge Fund of \$320,000 and that the fund balance (budgetary) of \$1.4 is correct. Chairman Clow said the Undesignated portion from the MS-5 Report for 2007 is \$1.6 million. Mr. Ventresco said the \$300,000 is designated portion for bridges

FINAL

only. Mrs. T. Connor said the financials are very different when looking at the trial balance fund balance. Chairman Clow said the question is when looking at the fund balance available from the MS5 are they talking about \$1.6 pure Undesignated Fund Balance or is the bridge money part of that or is the bridge money separate and therefore they actually have \$1.8. Mrs. T. Connor said she did the MS5 for 2007 and the balance is \$1.6 million; she is taking it from her trial balance printout and accounts for the bridge fund in that total. Ms. Snyder said she agrees that the monies go through the General Fund; but it is not being accounted for in the General Fund by the auditors, it is accounted for in the Bridge Fund. Mrs. T. Connor said it is a transfer in and out. Mrs. T. Connor and Mr. Ventresco feel the \$300,000 for bridge fund is part of the \$1.6 balance.

Selectman Butt said if they get into a bind they are better off for the taxpayers to utilize the TAN and use \$434,000 to reduce the tax rate. Chairman Clow said he had input from Selectman Kurk in favor of applying \$434,000 to reduce the tax rate. Selectman Lacasse felt the same way. Chairman Clow said the realization that unless they have this kind of money next year to apply then there would be a significant increase. If they were to do nothing the town tax rate would be \$.47 higher and will be there the following year plus whatever increases are needed for the 2009 budget. They are basically putting off the tax increase until the following year. Selectman Butt does not think it is appropriate to have comments delivered from members of the Board that are not present. Vice Chairman Clark said based on a \$300,000 tax assessment, if they were not to use the \$434,000 then there would be about a \$141.00 tax increase for the year for only the towns portion.

Selectman Butt said it will be difficult because the following year there will be a hit in the increase. Selectman Butt said they need to consider the economic conditions of the current time and said it is likely they will end up with a default budget again.

Vice Chairman Clark moved, Selectman Butt seconded to attribute \$434,000 from the Fund Balance to offset the taxes and keep the tax rate at \$2.76. Passed 3-0-0

Chairman Clow said they will be more likely to need a TAN in the spring to meet the obligations for June tax bills and unless they have a very healthy year they will need to request taxpayers pay it back the following year. Chairman Clow would like to offer the \$434,000 to offset taxes but he is unsure that it is good for the taxpayers because it just puts off the increase until the following year. Selectman Butt said if they use the \$434,000 it is money owed to them and feels it might not have a direct impact on the need to borrow a TAN. Selectman Butt is in favor of the \$434,000 for tax relief and feels they need to keep the minimum balance of \$888,000 in the fund as required by DRA.

Selectman Butt said he is still bothered about not knowing the true fund balance amount. Vice Chairman Clark would like something in writing regarding the calculations of the fund balance from the auditors.

MEETING MINUTES

Chairman Clow moved, Selectman Butt seconded to approve the minutes of November 3, 2008 as amended. Passed 3-0-0

CORRESPONDENCE

Mr. Ventresco asked the Board if they have reviewed the letter in the black box to abate taxes on a trailer. In the minutes it reflected that the Board asked Mr. Ventresco to get more information and that the motion failed. The Board stands by their decision.

Mr. Ventresco said there was a gas leak in the propane tank they use for the generator and wants to take \$225.00 from the Government Building and Maintenance Fund.

Chairman Clow moved, Vice Chairman Clark seconded to approve the expenditure of \$225.00 to repair a gas leak with the money to come from the Government Building and Maintenance Fund. Passed 3-0-0

Mr. Ventresco mentioned that he was asked to look into the road to Bolton Field. He said he spoke with LGC and they told him that there is nothing preventing the Board from accepting it as a road and to declare it a road there needs to be a public hearing. Selectman Butt said the reason for looking into this is that work needs to be done to

FINAL

the road and work that has been done was paid for by private groups (football association). Selectman Butt said if it is a town road the town should be obligated to maintain the road and provide some type of protection for the investment at Bolton Park. Selectman Butt said it is a road for public use. Chairman Clow said he felt as soon as the playground was put down there at the park it changed the use.

Mr. Ventresco said he had a reply from the Library and they meet with the Trustees and they can spare \$1,026.00 from their budget.

Chairman Clow said he received a letter from Donna Osborne dated December 12, 2003 regarding usage of proper vehicles on class vi roads. The letter states there is a specific procedure for requesting permission to access these roads and requires a public hearing. Selectman Butt is concerned with the fact that the original letter was not signed.

Vice Chairman Clark commented on going through the payables and noticing an expenditure from the Fire Department for pre-printed envelopes and letterhead. She questioned if the Fire Department requires a special seal on their envelopes/letterhead. Vice Chairman Clark does not feel this expenditure should have been made. Chairman Clow said it was wrong to expend the funds on letter head and pre-printed envelopes.

Chairman Clow moved, Selectman Butt seconded to enter into non public session @ 10:34 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Chairman Clow – yes Passed 3-0-0

Chairman Clow moved, Vice Chairman Clark seconded to come out of non public session @ 10:50 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Chairman Clow – yes Passed 3-0-0

Vice Chairman Clark moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 3-0-0

Chairman Clow moved, Vice Chairman Clark seconded to enter into non public session @ 10:51 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Chairman Clow – yes Passed 3-0-0

Chairman Clow moved, Vice Chairman Clark seconded to come out of non public session @ 11:05 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Chairman Clow – yes Passed 3-0-0

Vice Chairman Clark moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 3-0-0

The Board considered then inspected the sealed minutes of the BOS meeting of October 17, 2005 and the request of an individual to have them unsealed.

Chairman Clow moved, Vice Chairman Clark seconded to unseal the minutes of October 17, 2005. Passed 3-0-0

ADJOURNMENT at 11:15 p.m.

A True Record.

Cherry Palmisano, Recording Secretary